

01

BEGINNER

This checklist provides eligible professionals with steps for participating in Stage 1 of the Medicare Electronic Health Record (EHR) Incentive Program.

## » Stage 1 Medicare EHR Incentive Program: **PARTICIPATION CHECKLIST**

**Each step of Stage 1 participation is explained to guide you through participation from start to finish.**

- 1 Determine your eligibility to participate in the Medicare program.**
    - [Eligibility Requirements for Professionals](#)
    - [Eligibility tool](#)
  - 2 Prepare for registration.**
    - [Registration User Guide for Medicare Eligible Professionals](#)
    - [EHR Registration, Attestation, and PECOS Checklist](#)
  - 3 Register to participate.**
    - You must register with CMS [online](#).
  - 4 Determine certification of your EHR system.**
    - To determine if your EHR system is currently certified, view the [ONC Certified Health IT Product List \(CHPL\)](#).
  - 5 Meet meaningful use requirements and prepare for attestation.**
    - [EHR Registration, Attestation, and PECOS Checklist](#)
    - [Attestation Worksheet for Eligible Professionals](#)
    - [Meaningful Use Attestation Calculator](#)
  - 6 Attest that you have met the thresholds and all of the program requirements.**
    - To attest, use the CMS [Attestation System](#).
    - [Attestation User Guide for Medicare Eligible Professionals](#)
  - 7 Retain proper documentation in case of audit.**
    - [Supporting Documentation for Audits](#)
    - [Sample Audit Letter for Eligible professionals](#)
    - [Audit Overview Fact Sheet](#)
- Note: You may be audited prior to receiving payment.*
- 8 Continue reporting meaningful use data every year, and avoid payment adjustments.**
    - Use the [My Participation Timeline Widget](#) to determine when you will demonstrate each stage of meaningful use.
    - [Payment Adjustments & Hardship Exemptions Tipsheet for Eligible Professionals](#)
    - [How Payment Adjustments Affect Providers Tipsheet](#)